



Memorandum

To: Legislative Action Committee (LAC) Chairs
Chapter Presidents
Chapter Executive Directors

From: Dawn Bauman, CAE | CAI Chief Strategy Officer
Phoebe Neseth, Esq | Senior Director, Government & Public Affairs and CCAL Liaison
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Date: June 12, 2024

Subject: **2024 Legislative Action Committees (LACs) Chapter Delegate Appointments Kick-Off**

CAI LAC Nominations

As we approach the next cycle of the legislative action committee nominations, it is time to initiate the appointment process.

Key Points:

- **Nomination Deadline:** All nominations and completed forms must be submitted by **September 13, 2024**.
- **Recipient:** Please send your nominations via email to **Lula Fekadu** at lfekadu@caionline.org
- **Purpose:** The goal of this appointment process is to assemble a diverse group of CAI members who will actively engage in advancing our collective public policy and advocacy interests.
- **Collaboration:** We emphasize collaboration between chapters, the headquarters office, and the membership.
- **Guidelines:** For detailed information on the organizational structure and appointment process, please refer to the [CAI LAC Operational Guidelines](#).

Appointment Process:

The current appointment process is for the term of service from **October 1, 2024 – to September 30, 2026**. Unless agreed upon, the appointment process applies to all legislative action committee members, including new and returning committee members.

Appointment Process and Term Requirements:

Ways to serve on a LAC:

1. **Chapter Delegate** –
 - Appointed and approved by a chapter as a chapter delegate.
 - Each CAI chapter shall submit nominees to serve as the chapter delegate(s).
 - If your state has only one chapter, the chapter shall appoint **six members**.
 - If your state has multiple chapters, each chapter shall appoint **two members** to the LAC.

- **IMPORTANT NOTE TO CHAPTERS:** Your chapter board must appoint delegates prior to your August board meeting in order to meet the deadline.

2. At-Large Delegate –

- Appointed and approved by a majority vote of existing members of the LAC as an at-large delegate.
- At large delegates are appointed following chapter appointments.

3. Term limits –

- No LAC member may serve more than **five (5) consecutive terms** (equivalent to **10 years**).
- The LAC Chair and Vice-Chair are each limited to **three terms** of consecutive service in these two leadership positions.
- Delegates who have termed out may be appointed as [emeritus \(non-voting member\)](#) of the committee. Emeritus members do not count as committee members.

Note: Delegates must be CAI members in good standing at the time of their appointment and must be current on all CAI financial obligations including payment of the Advocacy Support Fee.

Please contact Lula Fekadu at lfekadu@caionline.org if you need assistance identifying delegates that have served since the guideline was adopted and terming out at the end of this session (September 2024).

Important Rules Governing the LAC Structure & Appointments Process:

- Each LAC must consist of a minimum of **six (6)** delegates and a maximum of **20 delegates**.
- CAI chapter board of directors are responsible for recruiting and approving delegates to serve on the state legislative action committee.
- CAI’s membership represents a diverse set of individuals who are homeowner volunteer leaders, community association managers, and business partners serving community associations.
- To ensure a balanced voice, **no single membership category should have a majority representation on any LAC.**
- **One person, per company**, per membership category may serve on any one-state LAC. A company is any entity, partnership, corporation, or business association where there is a single ownership structure.
- States with multiple chapters will coordinate with headquarters to ensure compliance with membership representation guidelines.
- **Conflict of Interest Disclosure:** To avoid apparent conflicts of interest, each Chapter and LAC delegates are required to disclose any organizations, associations, or businesses that conduct business or compete in any way, with CAI or LAC.
- Delegates are considered and must be approved by the President of the CAI Board of Trustees.

All appointees will be notified of their status by early October or within a reasonable amount of time after their nomination is submitted to the Government & Public Affairs Department.

Please contact Lula Fekadu at 703.970.9251 via email at lfekadu@caionline.org with any questions you may have about the LAC nomination process or other support that you may need.

Attachments (web link):

[CAI Public Policies](#)

[LAC Operational Guidelines](#); includes the Nominee Information Form and Conflict of Interest Form

[LAC Resources](#)



CAI LEGISLATIVE ACTION COMMITTEES - Highlights of Primary Duties of Chapter and LAC

Additional duties may be found in the [CAI LAC Operational Guidelines](#)

Chapter Executive Director:

- Performs general administrative duties for LAC; including distributing meeting minutes; basic bookkeeping and submits a financial report to LACs at meetings and CAI national.
- Works collaboratively with the chapter board by seeking volunteers who will speak for the chapter and who will be actively engaged in working to ensure communication between the chapter, LAC, and CAI headquarters.
- Serves as the first point of contact for general LAC inquiries.
- Submit all appointments to the G&PA Department on schedule.

Chapter Board:

- Works collaboratively with the chapter executive director by seeking volunteers who will serve on the committee and who will be actively engaged in working to ensure communication between the chapter, LAC, and CAI headquarters.
- Ensure that all chapter delegates are reviewed and approved before transmitted to G&PA Department for consideration.
- Engage chapter appointed LAC delegates regularly for LAC reporting (every board meeting) and communication.

Chapter and At-Large Delegates: While chapter and at-large delegates have the same standing within the LAC and are equally responsible for staying active in the LAC and promoting CAI policies to elected officials,

Chapter delegates have additional obligations:

- Speaks for the interests of their chapter they represent and serves as the LAC communications link to the chapter.
- Ensure that CAI members and their chapters have opportunities to provide input into the development of state advocacy priorities.

LAC Officers: An authorized LAC shall elect officers from its appointed delegates. Such officers shall include:

- A LAC chair – who shall serve as a liaison to the G&PA Department and speak for the LAC and CAI.
- A vice-chair – who shall serve as a substitute for the chair in his/her absence.
- A secretary – who shall serve as record minutes for LAC meetings.
- A treasurer – who shall serve as the person maintains the LAC financial accounts. The treasurer must submit a budget and financial reports to the headquarters office as required by the LAC Operational Guidelines.
- A federal affairs liaison – who shall serve to coordinate federal affairs issues between the LAC and CAI headquarters.



LAC Delegate Appointment and Financial Timeline:

Please use the following schedule to ensure that the chapter/LAC has met the following deadline schedule and submitted the required documents to the Government & Public Affairs Department via email to Lula Fekadu at lfekadu@caionline.org

MONTH	WHEN	Email	ISSUE	DUE DATE
March			3 rd Quarter Financial Reports	March 30
June			4 th Quarter Financial Reports	June 30
June	3 rd week		First Notice - Chapter Delegate Appointments Kick-Off	September 16
June			Annual Budget	June 30
September	1 st week		The G&PA Department will begin reviewing appointments verify the eligibility of appointees.	September 16
September			Chapters/LACS submit delegate appointments to CAI headquarters	
September	3 rd week		Second Notice - Chapter Delegate Appointments Recommended appointees to CAI’s President for consideration	September 16
September			1 st Quarter Financial Reports	September 30
October	1 st week		Approved delegates will receive notice of appointment	
November	3 rd week		Upcoming deadline Annual federal tax return or A letter stating not required to file (<i>Fiscal year taxpayer</i>)	December 1
December			2 nd Quarter Financial Reports	December 31



LAC Financial check list:

Please use the check list when preparing your annual budget, and annual federal tax 990 form, thereafter, submit the required documents to the Government & Public Affairs Department via email to Lula Fekadu at lfekadu@caionline.org

(State) Legislative Action Committee							
STATEMENTS OF FINANCIAL ACTIVITIES							
	Annual	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Annual	Year-to-date
	Budget	Financial	Financial	Financial	Financial	Federal Tax	Actual
		Reports	Reports	Reports	Reports	Return file	
	6/30	9/30	12/31	3/31	6/30		
Revenues:							
Advocacy Support Fees							
Chapter Contributions							
Individual/LAC Contributions							
Dollar per Door Campaign							
Sponsorships							
Fundraising							
Miscellaneous							
	-----	-----	-----	-----	-----	-----	-----
Total Revenues							
	=====	=====	=====	=====	=====	=====	=====
Expenses:							
Lobbyist							
Contract/Registration fees							
Legislative Tracking							
Web site							
Administrative Support							
Telephone							
Travel							
Postage							
Food & Beverage							
Printing/Copies/Action Alert							
Supplies/Stationery							
Miscellaneous							
	-----	-----	-----	-----	-----	-----	-----
Total Expenses							
	=====	=====	=====	=====	=====	=====	=====